CITY AND COUNTY OF HONOLULU
Honolulu City Council

Solicitation No. RFP-CCL-202101
City Council Video/Audio Equipment
Posted online at: www.honolulu.gov/council/default.html

ADDENDUM NO. 3

Honolulu, Hawaii

April 15, 2021

TO ALL PROSPECTIVE OFFERORS:

The City received the following questions for clarification. Responses are noted below.

1. Is attendance at the scheduled pre-proposal conference mandatory?

   <u>City Response:</u>

   Short answer: Yes.

   Chapter 2.0 Solicitation 2.4 of the *General Instructions to Offerors (02/09/17)* states:

   2.4 Pre-bid or Pre-proposal Conference.

   Pre-bid or pre-proposal conference (pre-offer conference), if held, shall be announced in the solicitation document, or in an addendum. <u>Unless specified otherwise in the solicitation</u>, pre-offer conferences shall be non-mandatory. Nothing stated at the pre-offer conference shall change the solicitation unless a change is made by written addendum. [emphasis added]

   Page 12 of *Solicitation RFP-CCL-202101* states:

   The City will hold a <u>mandatory</u> pre-proposal conference at Honolulu Hale, Room 101 at 9:00 a.m. April 1, 2020 [sic] that will include a site inspection of the Council Chambers and other areas where the system will be installed. <u>In person attendance by a representative of the Offer is required</u>. Any proposal submitted by an Offeror that was not present at the pre-proposal conference/site inspection may not be considered. [emphasis added]

2. How many PC/laptop source inputs (video) are required in the Chamber? Counts and location (Council Member table, Council Chair etc.)?

   Response – The City requests that the proposed new system/configuration seek to reduce the number of PC/laptops utilized (to the largest extent possible) for displaying the videoconference in the Chamber while enabling videoconferencing interaction.

The City believes that this might be accomplished by selectively incorporating pre or post production video from broadcast cameras into the videoconference and/or using a single computer/video source to drive multiple display monitors.

The Council's present configuration utilizes five PC/laptops in the Chambers that are each logged into the videoconference and situated as follows:

- One laptop serves as the videoconference Host at the Clerk's table. Located stage left of the podium;
- A second PC is connected to the *Extron Media Port 200* audio bridge to send and receive the audio feed (from the mixer) to the videoconference. Located stage right of the podium behind the audio mixing board;
- A third laptop serves as a monitor/camera for the presiding officer and simultaneously provides a video feed to a display monitor. Located immediately stage right.
- A fourth laptop is used to display the videoconference on a second display monitor. Located immediately stage left.
- A fifth laptop is used at the testifier podium to project presentations to a display screen (on an as needed basis).

The City is not requiring the Offeror to provide any PC/laptops for the videoconferencing portion of the configuration but an Offeror may propose workstations as necessary for other components in the broadcast production room.

The City's specifically requested two 85" class wall mounted monitors are intended to serve as video displays for the Chamber.

3. How many PC/laptop source inputs (video) are in the broadcast studio?

Response – At present, one PC/laptop input is used in the broadcast room to feed the broadcast production video feed into the videoconference. This enables videoconference participants to view the broadcast video of the meeting while participating in the videoconference. This was necessary to enable the videoconference participants to view a perspective of the Chamber (in real time) since the television and online broadcasts of the meeting are subject to a time delay.

The Offeror should consider the City's response in item 1 to determine if additional PC/laptops are needed in the broadcast studio for videoconferencing integration and should highlight the PC/laptops as components (that the City would need to supply) when describing the proposed system.

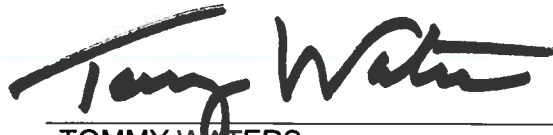4. Do you require viewing monitors for the moderator and testifier?

Response – The ability to view the videoconference is needed for the moderator (presiding officer). No monitor is required for the testifier podium.

5. Is `Olelo able to provide closed captioning at their headend?

Response – No. Closed captioning continues to be the responsibility of programming content providers.

6. If we propose a gooseneck microphone system which will include speakers in each base, will you still require replacing the ceiling speakers?

Response – Yes, replacement of the ceiling speakers is still desired for general sound/audio reinforcement when the Chamber is used as an auditorium in other situations.

TOMMY WATERS
Chair, Honolulu City Council
& Chief Procurement Officer